INPUT FORM FOR DOCUMENTATION RELEASE LIST

| | INITIAL/TIME/DATE RELEASE DESK: | SHEET | OF | SHEETS |

DOCUMENT NUMBER	DRL DASH	DRL REV	PROJ CODE	EFF	CCBD NUMBER	PCN	PACKAGE NUMBER

CHANGE NUMBER	CHANGE STATUS	DESCRIPTION

RESPONSIBLE ORGANIZATION	ENGINEER	CHECKER	
TYPE OR PRINT NAME			
SIGNATURE			
DATE			

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INPUT FORM FOR DOCUMENTATION RELEASE LIST - CONTINUATION SHEET

PROJ CODE	EFF	CCBD NUMBER	PCN	PROJ CODE	EFF	CCBD NUMBER	PCN

PDF

DOCUMENTATION RELEASE LIST (DRL) PREPARATION INSTRUCTIONS

Initial/Time/Date Rel Desk: Leave blank; Release Desk will complete.

Sheet __ of __Sheets: Enter the individual and total sheet numbers on each sheet.

Document Number: Enter the document number, e.g., MSFC-STD-555. Obtain document number from the Release Desk for initial issue.

DRL Dash: Enter the appropriate DRL dash number. DRL dash numbers for a "new" document will begin with 201 and continue in numerical sequence through 400, increasing by one each time the document is changed or revised.

DRL Revision: Enter a dash (-) for a new issue. Enter an "A" for the first "effectivity only" change and continue in alphabetical sequence each time the effectivity for the document is changed. When the DRL dash number changes, enter a dash (-).

*Proj Code/Eff: Enter the authorized project code established and maintained for each project by the CCB, and the numeric effectivity number. Documentation that is non-CCB controlled and does not have a specific application shall use "ZA" for the project code, with the effectivity of "001."

*CCBD No: CCB secretary shall enter the authorizing Configuration Control Board Directive (CCBD) number if applicable; otherwise, originator shall enter "000-00-0000" for non-CCB controlled documents.

*PCN: CCB secretary shall enter the Program Control Number (PCN), if applicable; otherwise, originator shall enter "0000000" for non-CCB controlled documents.

Package Number: Obtain from the Release Desk.

Chg No: This number is entered by the Release Desk at time of release.

Chg Status: Enter the information as specified in the Document Change Log of each document.

* These fields may contain multiple entries. If multiple project codes/effectivities, CCBD's, or PCN's apply, enter "TAB" in the applicable field(s) and list all entries on the reverse side of the input form.

Description: Enter the document title for a baseline release. Enter a brief description of the topics addressed for a change/revision. Multiple lines of 42 characters may be entered.

Responsible Org.: Enter the office symbol of the originating organization.

Engineer: Enter name of OPR Designee.

Checker: Self explanatory.